How to write an abstract

1. Choose Topic
   a. Current/recent projects (Validation, Implementation, Evaluation)
   b. Routine data collection (QC data/failures, False positives, Chart Review, Audits)
   c. Unique approaches to problem solving (Serological, Staffing…)
   d. Unique therapies/treatments
   e. Important enough that you want to work on further

2. Develop a Hypothesis
   a. What are you trying to prove?
   b. What would you like the data to demonstrate?
   c. Write it down!

3. Data Collection
   a. Gather what is known (facts, SOP's, data, etc.)
   b. Determine if new/more data would contribute to the paper
   c. Gather additional data if necessary

4. Data Analysis
   a. Statistically analyze numerical data (percentages, p values, etc.)
   b. Logically analyze factual data (Evidence discovered during chart review, audits, etc.)
   c. What does the data prove/demonstrate? (Was your hypothesis correct?)

5. Abstract (Paper) Pre-Writing Preparation
   a. Review Instructions for Authors published by preferred journal or organization (Number of words, style, etc.)
   b. Set up word processing software using specific requirements from Instructions for Authors
   c. Obtain and review previously selected abstracts/papers published by preferred journal or organization
   d. NOTE to Novice Authors: If possible, select an abstract/paper similar to your selected topic or discipline. Use as template or guide while gaining experience

6. Begin Writing (Possible section headers below)
   a. Background (Introduce Topic) (2-3 sentences depending on total length)
      i. Provide basic introductory information that many people may already know but some may not
      ii. State your hypothesis
   b. Methods (Study Description) (3-5 sentences depending on total length)
      i. Describe how data was collected (if equipment or supplies were used, state manufacturer)
      ii. Describe how data was analyzed (Statistically)

     c. Observations (Study Outcome) (2-4 sentences depending on total length)
         i. State what data demonstrated or proved
        ii. State what data did not demonstrate or prove
     d. Conclusions (2-3 sentences depending on total length)
         i. Restate hypothesis
        ii. State how data supports/disproves hypothesis
       iii. State benefits/negatives associated with topic (using/not using test or equipment, revelations during audits, etc.)

7. Proofread
   a. Spell Check
   b. Word Count

8. Upload to website
   a. Complete Submission Information Forms
   b. Verify upload complete